DDI-609-75

3 March 1975

MEMORANDUM FOR THE RECORD

SUBJECT: Second Meeting of the SAFE Technical Advisory
          Panel

1.   On 19 and 20 February the SAFE Technical Advisory
panel met for the second time. The 19th was spent largely
on updating the group on SAFE activities since the first
meeting on 8 January, describing progress on and content of
the SAFE Functions & Processing Requirements Paper (F&PRP)
and in answering some of the questions asked by members of
the Panel following the first meeting. The 20th was spent
largely by the Panel in looking at SAFE pilot branches and
in talking to members thereof.

2.   On 20 February at 1615 hours the Panel presented
its views to the DDA and the DDI. A brief summary of those
views follows.

--   The SAFE effort should continue. F&PRP drafting should
     continue as should the systems design effort. Alterna-
     tive systems designs should be attempted. Funds neces-
     sary to do these two things should be spent (primarily
     for simulation in the systems design effort).

--   SAFE is a complex task with risks. The risks are
     primarily those of trying to build such a large, inte-
     grated system. SAFE, consequently, needs constant
     reviews and checkpoints. The first checkpoint is
     completion of the F&PRP which should go to the SAFE
     Technical Advisory Panel team members when complete in
     March. The Panel should reassemble again when one or
     more systems designs are well underway (June?). A
     review of the systems designs should constitute the
     second checkpoint and should precede outlays of signifi-
     cant portions of the five million dollars available for
     SAFE in the FY 1976 budget.

--   While SAFE is probably (doable), members of the Panel do
     not believe that they can effectively comment on the
     time required for SAFE or the money required for SAFE

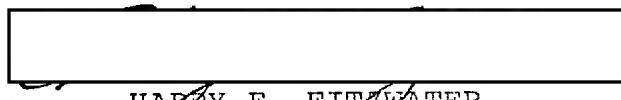SUBJECT: Second Meeting of the SAFE Technical Advisory Panel

until the systems designs are available. Ability to advise on these subjects would be only slightly enhanced by the finished F&PRP. The systems designs are necessary.

-- The SAFE pilot system should continue to exist. (Possibility of changing from the existing OCI pilot branch to another OCI pilot branch is being examined.) The pilot system provides a useful service to pilot branches and others even in its imperfect state. The pilot system is also a good test bed for the eventual system, provides a teaching device for the production offices and a data collection device for the test branches and the design team.

-- The Panel was split on whether or not funds and scarce manpower resources should be utilized to improve and/or expand the pilot system. The consensus was that improvements not very demanding of either funds or scarce manpower should be considered. The Panel was more concerned with scarce manpower resources than with money in this area.

-- The quality and organization of management for the development of SAFE, especially the management of the gaggle of potential suppliers and software contractors, will be critical to successful development of the system. The Panel is not satisfied that the management problem for a project of the scope of SAFE is understood and the Panel recommended work in this area. Specifically, a group or person to evaluate contractor proposals should be designated immediately so that selection criteria can be in being when the Agency is ready to solicit outside assistance.

3.   On the whole, recognizing that the work of SAFE is by no means completed, the Panel was complementary to the people directly involved in the SAFE effort.

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